

Regional Jail Superintendents

Additional Allowances

The Compensation Board will provide an additional allowance for physical examinations for newly hired deputies in positions reimbursed as full-time by the Compensation Board. The maximum reimbursement is set at \$100.00 per physical examination.

An additional allowance is reimbursed by the Compensation Board for guard duty. At the discretion of the court, when it becomes necessary to employ a guard for the safekeeping of a prisoner, the court establishes appropriate compensation for such guard not to exceed the hourly equivalent rate of a deputy performing similar services in the locality.

<u>Code</u> 53.1-93; 53.1-94

Office/Vehicle Expenses

Due to budget reduction options chosen by the Virginia Regional Jail Association, base budget office expense funding will not be available in FY04. If funds are transferred to the office expense category in accordance with the FY04 Fund Transfer Policy, or if base funds become available in FY05, the following reimbursement policies will apply.

Listed below are reimbursable office expenses:

Virginia Association of Regional Jail
Superintendents dues (Superintendent
Only)

<u>Code</u> 15.2-1615.1

Internet access costs (line charges, ISP costs or
locality service charges)

Office supplies

Postage

Telephone service

Repairs to office furniture and equipment

Vehicle Lease or Purchase/Maintenance
Expenses



Vehicle Expenses

Purchases of gasoline, tires and batteries and new vehicles may be reimbursed under this combined expense account.

Non-Reimbursable Office Expenses

The following are not reimbursable by the Compensation Board:

Compensation Board Policy

Notary Public seal, fees or application Audit services
Telephone equipment installation costs
Subscriptions to periodicals, newspapers, Code of Virginia
Name tags, desk signs, business cards, cameras
Chair mats, custom software, calculator maintenance contracts
Taxes
Weapons and ammunition

If you have any questions concerning the reimbursable nature of any expense, please call the Compensation Board **prior** to expenditure.

Emergency Correctional Officers

Consistent with the provisions of the Appropriation Act, in jails where overcrowding has been reduced, certain "Emergency" Correctional Officers (EC-7's) have been reclassified to alternative to incarceration positions. If the regional jail was not due additional positions based upon staffing standards, the emergency position(s) was abolished.

Appropriation Act, Item 64

“The Compensation Board is directed to examine the current level of crowding of inmates in local jails...and to reallocate or reduce temporary positions among local jails as may be required, consistent with the provisions of this act.” Any EC-7 position(s) included in your FY04 budget were allocated to meet needs in your office due to overcrowded conditions existing in the jail facility. **All EC-7 positions are allocated on a year-to-year basis.** If overcrowding is reduced or

eliminated in your jail, the position(s) will be removed in the following year's budget. Should funding not be available to the Compensation Board for emergency positions in future fiscal years, the positions will be abolished.

New Full-Time Positions

The General Assembly did not approve any new positions for Regional Jails.

Emergency Medical Payments

Jails which incur emergency medical expenses for a **state** responsible felon may submit a request to the Compensation Board for reimbursement of those expenses following payment by the local government. Requests are submitted on a [CB Form-20 Rev. 5/02](#) no later than the first of November (for months May through October) and the first of May (for months November through April).

<p><u>Code</u> 53.1-133.01 Appropriation Act, Item 67</p>

Submission of the [CB Form-20](#) includes certification of both payment by the locality and of the facility having implemented the

Department of Corrections' **Model Plan for Jail Prisoner Medical Treatment Programs**.

Medical, Treatment and Inmate Classification Positions

These positions, denoted as "RPCLS", "RPMED", "RPREC" or "RPTRT", are budgeted and reimbursed by the Compensation Board at two-thirds of their Compensation Board approved salaries. R-Regional Jail; P-Partial Reimbursement.

<p>Appropriation Act, Item 64</p>

The salary you see on your approved FY04 Budget and in SNIP is the Compensation Board's two-thirds contribution toward the total salary. The locality is required to provide at least a one third salary match. Total compensation for each of these positions may not be less than the Compensation Board funding and the localities' matching third. The Compensation Board funds the Commonwealth's proportional share of the

fringe benefits for these positions.

Jail Per Diem Payments

The 2003 Appropriation Act included a reduction to funding for the payment of jail per diems in FY04. If funding is not sufficient to pay fourth quarter per diem payments, available funds will be prorated.

Jail per diem rates remain unchanged. However, per diem revenue **may** change as a result of policy changes. Per diem payments for those inmates arrested on a state warrant and housed in a local or regional jail will be based on \$8.00 per inmate day and will be paid in the same manner as in FY03. Localities may continue to use these per diems to operate pre-trial or alternative to incarceration programs.

Appropriation Act, Item 67

In addition to the \$8.00 per prisoner day funds an additional \$6.00 per prisoner day will be paid under certain conditions noted in the Appropriation Act.

Code 53.1-1
53.1-84
Appropriation Act, Item 67

An additional payment of \$14.00 per prisoner day will be paid for those state responsible inmates held in beds in those facilities that have entered into a Jail Contract Bed Program with the Department of Corrections. An additional \$14.00 per prisoner day continues to be paid for those held on jail farms.

Additional payments are **not** made for convicted felons held awaiting trial on additional charges or for convicted felons who remain incarcerated in a local facility at the request of the locality.

Appropriation Act, Item 67

Language in the Appropriation Act requires the Compensation Board to recover state funded personnel costs for the percentage of a facility's inmate population that are Federal prisoners and/or inmates from another state held by contractual agreement in proportion to jail personnel costs provided by the Commonwealth as noted in the Board's jail cost report. This recovery will be handled on LIDS and your monthly certification and approval screens will indicate the amount of recovery

incurred in that month. Jails that are not owed sufficient quarterly per diem amounts against which to recover the overhead amount will be required to submit a payment to the Compensation Board in the amount that the overhead costs exceed the per diem amount.

Additionally, the Compensation Board is required to withhold per diem payments to any facility which houses more Federal inmates than they contract for holding state responsible inmates through the Department of Corrections' Jail Contract Bed Program.

Local Inmate Data System



The Local Inmate Data System (LIDS) is an automated system which serves two principle functions:

- 1) Reporting inmate populations for quarterly payment of per diems.
- 2) It can serve as a basic jail management package.

Beyond these basic tasks, LIDS shares inmate data - confinements, offenses and inmate demographics - among Sheriffs around the Commonwealth. A complete LIDS User Guide is available regarding detail operating information. Other significant policy statements can be found in LIDS newsletters found elsewhere on this website.

Master Officer Allocation

The Compensation Board will allow reclassification of up to 20% of grade 7 and 8 officers to master officer grade 9, for regional jails which had certified on or before January 1, 1997, as having a career development plan for correctional officers that meets the minimum criteria set forth by the Compensation Board.

Any Superintendent that had not certified on or before January 1, 1997, may certify at any time, with the understanding that certification must be made on or before July 1, to be effective the following July 1. Funding for any salary increases associated with reclassification to the master officer pay grade for regional jails certifying after January 1, 1997, is

contingent upon approval of additional funding by the General Assembly for this purpose.

The Appropriation Act authorizes the Master Deputy Program, and specifies the number of positions available to each regional jail with a certified plan. Master Deputy positions may not exceed one grade 9 Master Deputy per every five Compensation Board grade 7 and 8 positions in each sheriff's office. As the number of grade 7 and 8 positions in your office is decreased through reallocations or other means, the number of Master Deputy positions must be reduced accordingly. The Compensation Board will accomplish this action through attrition, based upon an annual review of grade 7 and 8 positions, conducted in May of each year, to be effective the following July 1st. Any office in excess of the one to five ratio will not be allowed to fill Master Deputy positions as they become vacant until the office is at the ratio set out in the Appropriation Act.

The following related information can be found on the Compensation Board website:

[Minimum Criteria for Master Deputy Programs](#)
[FY04 Master Deputy Allocations](#)
[Master Deputy Form \(CB10-MD\)](#)

LIDS Technicians

The Compensation Board has previously approved 1 new LIDS Technician position (Corrections Officer, Grade 9) in each Sheriff's office with a jail or regional jail, to ensure data integrity and accurate financial reporting within LIDS. This program will provide for key personnel responsible for LIDS submissions to be certified and knowledgeable of legislative changes, system changes and policy changes that affect LIDS, by attending annual LIDS training provided by the Compensation Board. The objective is to ensure that data submitted in LIDS is complete, accurate and timely, and provides a useful resource for statewide decision making, as well as accurate per diem payments to localities and regional authorities.

The criteria for selection of the LIDS Technician in Sheriffs' offices and regional jails shall incorporate the following minimum criteria: 1) The selection process shall be set by the Sheriff or Superintendent; 2) The

minimum length of service in the office necessary to be considered for selection shall be set by the Sheriff or Superintendent; 3) The job description and performance evaluation plan of the LIDS Technician must specifically reference LIDS duties and acceptable performance measures, and training of other LIDS users in the facility; 4) If the individual to be appointed as a LIDS Technician has not completed Compensation Board provided LIDS training in the 12 months prior to appointment, the training must be completed within 45 days after appointment; 5) The Sheriff/ Superintendent may downgrade the LIDS Technician one (1) grade level in classification and pay (equivalent of 4 steps) who does not attend one Compensation Board LIDS training session every 24 months after appointment, fails to submit timely and accurate required reports or if the jail receives a less than satisfactory LIDS audit. The Compensation Board will reevaluate the continued need for the position on an annual basis, and may remove the LIDS Technician position in the following fiscal year if required reports are not submitted timely and accurately or if less than satisfactory audit findings are not corrected; 6) The Sheriff's office or regional jail must have an employee performance evaluation plan currently in effect that meets the minimum criteria established by the Compensation Board for such plans; and 7) LIDS Technician positions shall be considered as Deputy Sheriffs or regional jail officers for pay purposes at Grade 9. (Sheriffs and Superintendents who do not wish to establish the LIDS Technician position as a Corrections Officer may request the establishment of a non-sworn LIDS Technician (LT) position, which will have the same salary and grade as a Corrections Officer, Grade 9.)

Sheriffs/Superintendents should submit [CB Form 20-LT](#), Request for the Establishment of LIDS Technician position.

Maximum Rank Allocation

Due to budget reductions, additional funding will not be available in FY04 to provide maximum rank allocation to offices that do not currently have maximum rank.

Maximum rank allocation for Regional Jails is as follows:

Population	Function: Law Enforcement or Jail Responsibility
0-9,999	1 Grade 10
10,000-19,999	1 Grade 11
20,000-39,999	3 Grade 9 and 1 Grade 12
40,000-99,999	5 Grade 9, 3 Grade 11 and 1 Grade 13
100,000+	7 Grade 9, 5 Grade 10, 3 Grade 11, and 1 Grade 14

Maximum rank allocation in jail annexes remote from the main jail facility shall be as follows:

Capacity	Rank Allocation
less than 37	1 Grade 10
38-76	3 Grade 10
77-124	5 Grade 9 and 1 Grade 11
greater than 125	5 Grade 9, 1 Grade 10, and 1 Grade 12

Staffing Standards

Compensation Board Criteria For Allocating New Positions In Regional Jails

In determining the allocations of additional positions, the Compensation Board considers the following criteria:

1. The position (or positions) must be requested by the Superintendent as part of the Compensation Board annual budget process.
2. The position requested must perform only statutorily prescribed duties for the or Regional Jail.
3. The Regional Jail, must have a PC, or be connected to the city/county system or have such systems scheduled for installation within 12 months.
4. Funds and positions must be appropriated by the General Assembly.
5. The Compensation Board will use the staffing methodology and workload criteria developed by the Virginia Sheriffs' Association (VSA) to determine the appropriate level of Compensation Board staff support for each office requesting additional positions.
6. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive.
7. The Compensation Board uses U. S. Census Data, or census data provided by the Weldon Cooper Center for Public Service, University of Virginia.

The methodology used to determine appropriate staffing levels in each Regional Jail was developed by the VSA and adopted by the Compensation Board.

Administrative and Support Positions

The number of administrative, support or clerical positions shall be

fixed at not less than one (1) position per twenty-five (25) law enforcement deputies, one (1) position per 100 inmates of average daily population in the jail, and one (1) position per ten (10) court security and process service positions. The minimum number of administrative, support or clerical positions per regional jail shall be fixed at one (1).

Jail Officers

Additional jail officers for new jail construction are allocated using a ratio of not more than one (1) jail deputy for every 3.0 beds of operational capacity. Operational capacity shall be determined by the Department of Corrections. No additional jail officers shall be provided to a local jail in which staffing exceeds this ratio unless the jail is overcrowded. "Overcrowding" (for staffing purposes only) is defined as when the yearly average daily population exceeds the operational capacity. In those jails experiencing overcrowding, the Board, upon the request of the regional jail, shall allocate a minimum of one (1) additional jail officer for every five (5) average daily prisoners above operational capacity.

Additional jail personnel to staff new jail capacity resulting from the renovation of existing facilities are allocated on the basis of a comprehensive analysis, exclusive of federal prisoners, and inmates from other states held by contractual agreement, prepared by the Department of Corrections of the staffing requirements of such facility.

Alternative Incarceration Programs

Additional positions to staff alternative incarceration programs operated by regional jails are allocated using a ratio of not more than one (1) position for every 16 inmates participating in alternative incarceration programs approved by the Department of Corrections.

Food Service

In jails where food service is not contracted, the number of cooks shall be fixed at a minimum of one (1) cook position in jails with an operating capacity of 30 to 49 inmates, two (2) cook positions in jails

with an operating capacity of 50 to 89 inmates, three (3) cook positions in jails with an operating capacity of 90 to 299 inmates, four (4) cook positions in jails with operating capacity of 300 to 499 inmates, and (5) five cook positions in jails with an operating capacity of 500 inmates and above.

Medical, Classification and Treatment Positions

The number of medical, classification, or treatment positions shall be fixed at a minimum of one (1) position per twenty-five inmates, based on the yearly average daily population of inmates.